



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
AGENCY REFERRAL



ANTELOPE VALLEY DISTRICT OFFICE

335-A East Avenue K-6, Lancaster, CA 93535
Telephone: (661) 723-4440, FAX (661) 723-4435
Office Hours: 8:00 a.m. – 4:30 p.m. M - F
Plan Checker Hours: 8:00 a.m. – 11:30 a.m. Appointments are recommended

Prepared By	HNM	OM Initial	Date

Applicant's
Signature: _____

Plans for (Grading/ Structure) at SAMPLE _____
Address _____ (Locality)

Plan Check No. _____ was submitted on _____

Land Use Zone _____ Proposed Occupancy _____ Type of Construction _____

Description of proposed work: _____

THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE. You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

COUNTY AGENCIES

DEPARTMENT OF PUBLIC WORKS

- AVIATION DIVISION**
1000 S. Fremont Ave., Bldg. A9 East, 1st Flr., Alhambra, CA 91803
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.
- BUILDING AND SAFETY DIVISION**
Headquarters M-Th 6:45 - 5:30 (626) 458-3173
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
Approval for the following sections is required as noted below:
- ☐ **ELECTRICAL SECTION**
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3180
Approval is required for:
 - ☐ Energy Plan Check
 - ☐ Electrical Code Check
 - ☐ Emergency Egress Illumination (O.L. ≥ 100)
 - ☐ **MECHANICAL SECTION**
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3182
Approval is required for:
 - ☐ Energy Plan Check
 - ☐ Mechanical Code Check
 - ☐ Plumbing Code Check
 - ☐ Roof Drainage
 - ☐ Green Building Check
 - ☐ **Research Section**
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, SMRF...)
 - ☐ **GRADING AND DRAINAGE SECTION**
Ali Shahnazi- Regional Drainage and Grading Engineer
Antelope Valley Office: Tues & Thurs 8:00-noon
(661) 723-4434
 - ☐ Grading Plan Check
 - ☐ "Rough Grade" approval is required prior to issuance of building permit
 - ☐ Drainage Plan Check (NPDES/LID COMPLIANCE)
 - ☐ Drainage approval is required

- CONSTRUCTION DIVISION**
Permits are required for road excavations and encroachments within County roads and Flood Control easements.
- ☐ **Palmdale Office**
38126 N. Sierra Hwy, Palmdale, CA 93550
(661) 947-4151 M – F 7:30 – 4:00 pm
 - ☐ **PERMIT SECTION**
900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331
(626) 458-3129 Mon-Thurs 7:00 a.m. - 5:30 p.m.

- PROOF OF OWNERSHIP**
- ☐ Lot
 - ☐ Manufactured Homes

- COVENANTS AND AGREEMENTS**
- ☐ Manufactured Homes
 - ☐ Sewage Disposal

ENVIRONMENTAL PROGRAMS DIVISION
Plan approval is required for most commercial and industrial buildings for:

- ☐ **INDUSTRIAL WASTE / UNDERGROUND TANKS**

Lancaster Office 335-A E. Avenue K-6 Lancaster 93535 (661) 723-433 7 8:00-12:00 1 st Wed	Headquarters 900 S. Fremont Ave., Annex 3 rd Fl Alhambra, CA 91803-1331 (626) 458-3539 6:45-5:30 Mon-Thurs
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- ☐ **NPDES/SUSMP Approval**
Industrial Waste Unit
900 S. Fremont Ave, Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517
- ☐ **DUMP AREAS (structure within 1,000 ft from a landfill)**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 6:45-5:30 Mon-Thurs
- ☐ **SOLID WASTE MANAGEMENT**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 6:45-5:30 Mon-Thurs
- ☐ **CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3546 www.888CleanLA.com 6:45-5:30 Mon-Thurs

GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION
GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard.

All submittals must be made at the District Office public counter or the Land Development Division public counter. (See below)

- LAND DEVELOPMENT DIVISION**
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-4921 6:45-5:30 Mon-Thurs
- ☐ **SUBDIVISION PLAN CHECK SECTION**
900 S. Fremont Ave, 3rd Fl
Alhambra 91803-1331
(626) 458-4921
 - ☐ **LANDSCAPE (non-residential landscaped area > 2500 square feet)**
 - ☐ **HIGHWAY DEDICATION Form "20-0040-DPW"**
Should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential buildings. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.
(626) 458-4915

TRAFFIC AND LIGHTING DIVISION
Clearance is required for traffic requirement.
1000 S. Fremont Ave., Bldg A-9E,4th Floor, Alhambra, CA 91803
(626) 300-4708 Mon - Thurs 7:00-5:30pm

OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH – Environmental Health Division

5050 Commerce Way, Baldwin Park, CA 91706

(626) 430-5380

Approval is required for:

☐

Private Sewage Disposal Systems:
(Mountain & Rural Program)

☐

Water Supply Approval Form

Lancaster Environmental Health Office

335-A E. Ave K-6, Lancaster, CA 93535

(661) 723-4550 Mon - Fri 8:00-9:00 a.m

Valencia Environmental Health Office

25040 Peachland Ave, Suite 210, Valencia, CA 91321

(661) 254-9560 Mon - Thur 8:00 – 9:30 a.m.

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Food Service Establishments

Lancaster Health Center

335-A E. Ave K-6, Room 23, Lancaster, CA 93535

(661) 723-4551 Mon, Tues, Thurs, & Fri 8:00-10:00 a.m.

☐

Public Swimming Pool- Recreational Health

5050 Commerce Way, Baldwin Park, CA 91706

(626) 430-5360 M-F 8:00-5:00 pm

☐

X-Ray Machine Installation

Radiation Management

3530 Wilshire Blvd., 9th Fl. Los Angeles, CA 90010

(213) 351-7897 M- Th 7:00 – 5:30 pm F 8:00-4:30 pm

FIRE PREVENTION BUREAU - Plan approval is required

335-A E. Ave K-6, Lancaster, CA 93535

(661) 949-6319 M-F 8:00 – 4:30 pm

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FIRE STATION DEVELOPER FEE is required

☐

BUILDING RELEASE is required

☐

STAMPED plans are required

☐

Fire Prevention Division – Engineering Section

335-A E. Ave K-6, Lancaster, CA 93535

(661) 949-6319 Mon - Fri 8:00-4:30 pm

Plans and HAZMAT form must be submitted to and approved by the Fire Department for non-residential occupancies. HAZMAT form required if hazardous materials are being handled. Obtain form from Building and Safety.

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FIRE SPRINKLER SYSTEMS / ALARMS

335-A E. Ave K-6, Lancaster, CA 93535

(661) 949-6319 Mon - Fri 8:00-4:30 pm

☐

OTHER APPROVALS (Sprinkers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

335-A E. Ave K-6, Lancaster, CA 93535

(661) 949-6319 Mon - Fri 8:00-4:30 pm

☐

FUEL MODIFICATION

Brushing Clearance Office, Fire Station 32

605 N. Angeleno Ave, Azusa, CA 91702-2904

(626) 969-5205 M-F 8:00-5:00 pm

COUNTY PUBLIC LIBRARY

Payment of Library Facilities Mitigation Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the Public Library.

7400 E. Imperial Highway, Downey, CA 90242

(562) 940-8430 Mon-Fri 8:00 a.m. - 5:00 p.m.

PARKS AND RECREATION DEPARTMENT

Approval for building plans is required for construction adjacent to a "General Plan Designated Trail."

433 S. Vermont Avenue, Los Angeles, CA 90020-1975

(213) 738-2118 Mon-Thur 6:30-5:00 pm

REGIONAL PLANNING DEPARTMENT

320 W. Temple St., 13th Floor (Rm. 1360)

Los Angeles, CA 90012-3282

Public Counter : 1:00 p.m. to 6:00 p.m. M-Th

Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 Mon-Thurs

Antelope Valley District Office for General Information:

335-A E Ave K-6, Lancaster, CA 93535

(661) 723-4475 M–F 8:30–4:00 pm closed lunch and after 11:30 Thurs

COUNTY SANITATION DISTRICT

Payment of sewer connection is required

1955 Workman Mill Road, Whittier, CA 90691

(562) 699-7411 Mon – Thur 7:30-4:00 pm & Fri 7:00-3:30 pm

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OTHER APPROVALS (Sprinkers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

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(562) 699-7411 Mon – Thur 7:30-4:00 pm & Fri 7:00-3:30 pm

LOCAL CONDITIONS

SNOW LOAD: _____ PSF

VHFSHZ

YES

NO

COLLAPSIBLE SOILS FOOTINGS:

YES

NO

LITTLEROCK AREA A:

YES

NO

LIQUEFACTION AREA:

YES

NO

LANDSLIDE AREA:

YES

NO

APEFZ-FAULT ZONE AREA:

YES

NO

PRE – 1979 LEAD HAZARD:

YES

NO

EXPANSIVE FOOTINGS REQUIRED:

YES

PLEASE PROVIDE _____ MORE COPIES OF SOIL REPORTS

Minimum testing parameter: Collapsible and hydro-consolidation

ANT.VAL.AGENCYREF./Rev 01-02-2009

STATE AGENCIES

CALTRANS

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:

120 S. Spring Street, Room 112, Los Angeles, CA 90012-3606

(213) 897-3631 M – F 8:00 – 5:00 pm

DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT

Alterations to Manufactured Homes

3737 Main St, Suite #400, Riverside, CA 92501

(909) 782-4420 M-F 8:00-5:00 pm

STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave., Ste. 200, Cypress, CA 90630-4731

(714) 816-6847

STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA DIVISION OF OCCUPATIONAL SAFETY & HEALTH

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

6150 Van Nuys Blvd., Suite 405, Van Nuys, CA 91401-3379

(818) 901-5403 By Appointment only

320 W. 4th St, RM 850, Los Angeles, CA 90013

(213) 576-7451 By Appointment only

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD DIVISION OF WATER QUALITY AND STORM WATER PERMIT UNIT

Notice of intent required when disturbed area ≥ 5 acres.

1001 "I" Street 15th Floor, Sacramento, CA 95814

(916) 341 –5538 M-F 8:00 – 5:00 pm

OTHER AGENCIES

SCHOOL DISTRICT

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

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Obtain “Certification Form” from B&S District Office.

AIR QUALITY MANAGEMENT DISTRICT (AQMD)

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

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South Coast Air Quality Management District

21865 E. Copley Dr., Diamond Bar, CA 91765-4182

(800) 388-2121 Tues-Fri 7:00-6:00 pm

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Antelope Valley Air Quality Management District

43301 N. Division Suite 206, Lancaster, CA 93535

(661) 723-8070

UNITED STATES FOREST SERVICE

30800 Bouquet Cyn., Saugus, CA 91390

(661) 296-9710 Mon-Fri 8:00 a.m.-4:30 p.m.

LOCAL WATER COMPANY – provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site. (Form available from B&S District Office)

WATER & SEWER DISTRICT

Golden Valley Municipal Water District

49744 – 3 Gorman Post Road, Gorman, CA, 93243

(661) 248-8501 M-F 8:00-noon and Sat. 8:00 – 10:00 am

WATER QUALITY BOARD

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Los Angeles Regional Water Quality Control Board

320 W. 4th St., Suite 200, Los Angeles, CA 90013-2343

(213) 576-6600 Mon. – Fri. 8:00 – 5:00 pm

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Lahontan Regional Water Quality Control Board, Victorville Office

15428 Civic Drive, Suite 100, Victorville, CA 92392

(760) 241-6583 Mon.- Fri. 8:00 – 5:00 pm

OTHER

CORRECTIONS

(Continued on reverse)